

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY

SUBJECT: Key Control Policy
NUMBER: RF-06-05 (Residential Facilities)
APPLICABLE TO: Residential Services
EFFECTIVE DATE: January 25, 2006

Approved: "/s/signature on original copy"
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** All facilities shall maintain an accountability system for keys that ensures constant control of each key. Under no circumstances will a youth be permitted to handle any keys used at the facility, except those specifically issued and authorized (if any) for youth such as a personal locker key. The Facility Administrator must authorize all changes affecting the inventory in any way.
2. **AUTHORITY.**
 - a. Article 83 C §§ 2-104, 2-117, 2-118, and 2-118.1, Annotated Code of Maryland.
 - b. American Correctional Association 3-JCRF-3A-13; and 3D-JDF-3A-22.
3. **DEFINITIONS.**
 - a. *Back-up Key Board* means the keyboard containing back-up and pattern keys located in a secure location as determined by the Facility Administrator.
 - b. *Emergency Keys* means the ring of keys that is grouped separately from the regularly issued keys to permit ready access to any part of the facility or program in the event of an emergency.
 - c. *Highly Restricted Keys* means keys that provide access to highly sensitive areas and are issued only to authorized employees, as designated by the Facility Administrator.
 - d. *Key Control Officer* means the employee designated by the Facility Administrator to be responsible for the storage and inventory of facility keys.
 - e. *Restricted Keys* means the keys grouped separately from regularly issued keys that may be issued to designated persons only.
 - f. *Security Key* means any facility key which, if lost or duplicated by youth, would jeopardize the security of the facility, facility property, employees, visitors and youth, and may directly or indirectly facilitate an escape.
 - g. *Working Key Board* means the keyboard that contains the keys issued on a regular basis for operation of the facility.
4. **GENERAL PROCEDURES.**
 - a. **Duties and Responsibilities.**

(1) The Facility Administrator will:

- (i) Designate a Key Control Officer to be responsible for the storage and inventory of all keys.
- (ii) Identify keys that are restricted and highly restricted. At a minimum, keys to storage areas for health records will be highly restricted.
- (iii) Approve all key making, duplication or change of any key, door, or lock.

(2) The Key Control Officer will:

- (i) Maintain a Working Key Board and a Back-up Key Board along with an inventory of all keys and keyboards.
- (ii) Maintain a master count of all key blanks.
- (iii) Randomly count the number of keys on one key ring each working day and document the count in the facility logbook.
- (iv) Maintain an inventory of the Back-up Key Board.
- (v) Monitor the facility logbook and any incident reports on a daily basis and correct any unresolved deficiencies regarding key control that are recorded in the logbook.
- (vi) Test emergency keys quarterly to ensure proper function. Documentation shall be recorded on the *Quarterly Emergency Key Inspection Form (Appendix 4)*.

b. Key Accountability.

- (1) Every hook on the Working Key Board will be filled at all times.
- (2) The Back-up Key Board will be maintained in a secure location determined by the Facility Administrator. The Back-up Key Board will be arranged so that a hook is designated for each facility key.
- (3) A list of all employees' names and their assigned number will be maintained by the Key Control Officer and at the location where keys are issued.
- (4) All employees will be provided metal key chits stamped with the employee's name or assigned number.
- (5) Incoming employees will receive keys in exchange for their chit.
- (6) Only an authorized locksmith or an employee approved by the Facility Administrator or Chief of Maintenance may attempt to repair locks.

c. Missing and Lost Keys.

- (1) An employee discovering a missing key will complete an incident report in accordance with the department's Incident Reporting Policy.
- (2) If security keys are lost or misplaced, precautions will be taken to preclude use of the key for unauthorized access to or escape from the facility. The Facility Administrator will determine if locks should be changed.
- (3) An employee who misplaces a key through negligence or carelessness may be subject to disciplinary action.
- (4) In the event an employee inadvertently carries a key home, he will be contacted and required to return it to the facility immediately.
- (5) Once per quarter, a complete audit will be conducted of the key control system.

d. Issuance and Maintenance of Keys.

- (1) The Facility Administrator may issue keys to certain employees on a 24 hour basis. The issuance should be documented on the ***24 Hour Key Authorization Form (Appendix 3)***.
- (2) Keys necessary to facilitate emergency evacuation from all parts of the facility will be included on emergency key rings maintained in the Command Control Center. These keys will be issued by control center employees in an emergency.
- (3) Emergency keys will be used during various emergency drills. Malfunctions will be reported and corrected immediately.
- (4) All keys will be maintained on a metal key ring soldered/crimped at the joint to prevent tampering, loss or removal. The number of keys on a ring will always be checked when a ring is drawn or passed from one employee to another. Keys will be carried in a secure manner on the person and will never be left unattended.
- (5) No employee will possess, alter, mark, duplicate, manufacture, make impressions of keys, or add/remove keys from rings without authorization from the Facility Administrator or Chief of Maintenance.
- (6) No employee will alter or change locking devices or doors without authorization from the Facility Administrator.
- (7) Under no circumstances shall a youth be permitted to handle any keys used at the facility, except those specifically issued and authorized (if any) for youth such as a personal locker key.

e. Emergency and Restricted Keys.

- (1)** All employees, but particularly security employees, will have a thorough understanding of the use of emergency keys to facilitate evacuation in an emergency.
- (2)** A set of emergency keys will be maintained in a secure location away from, but near, the facility (e.g., another DJS facility, local law enforcement facility, fire station, etc.).
- (3)** Key chits will be used to issue restricted and highly restricted keys.
- (4)** The Facility Administrator or manager on duty may approve issuance of a restricted key to an employee not on the list of approved employees.
- (5)** In addition to key chit exchange, highly restricted keys must be signed in and out by the designated employee using the ***Restricted Key Log Form (Appendix 5)***.

5. DIRECTIVES/POLICIES AFFECTED.

- a.** Directives/Policies Rescinded - **02.09.09 (Key Control).**
- b.** Directives Referenced **None.**

6. LOCAL IMPLEMENTING PROCEDURES REQUIRED. Yes

RF-3-05: A1 Key Control Procedures

7. FAILURE TO COMPLY.

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – 3

Quarterly Emergency Key Inspection Form
24 Hour Key Authorization Form
Restricted Key Log Form

To: _____, Key Control Office

Re: Authorization for 24-Hours Keys

[illegible]

QUARTERLY EMERGENCY KEY INSPECTION FORM

For the Period Ending: _____

To: _____, Facility Administrator / Program Manager

From: _____, Key Control Officer

Date: _____

A quarterly emergency key inspection was conducted on _____
(date)

All keys were accounted for, emergency door locks and keys were in proper working order with the following exceptions:

Date Corrective Action Completed: _____

Signature of Key Control Officer

RESTRICTED KEY LOG FORM

Facility: _____

Date	Ring #	Signature Person Receiving Key	Authorized By	Time Issue	Time Returned	Officer Key Out	Initial Key In

Close out form on last day of each month.
Turn in forms to Key Control Officer on first workday after end of month.



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

SUBJECT: Key Control Policy
POLICY NUMBER: RF-06-06 (Residential Facilities)
EFFECTIVE DATE: January 25, 2006

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)